



الوكالة الدولية للطاقة الذرية
 国际原子能机构
 INTERNATIONAL ATOMIC ENERGY AGENCY
 AGENCE INTERNATIONALE DE L'ENERGIE ATOMIQUE
 МЕЖДУНАРОДНОЕ АГЕНТСТВО ПО АТОМНОЙ ЭНЕРГИИ
 ORGANISMO INTERNACIONAL DE ENERGIA ATOMICA

WAGRAMER STRASSE 5, P.O. BOX 100, A-1400 VIENNA, AUSTRIA
 TELEPHONE: (+43 1) 2600, FACSIMILE: (+43 1) 26007, E-MAIL: Official.Mail@iaea.org, INTERNET: www.iaea.org

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22852

Email: D.Reisenweaver@iaea.org

COPY

2003-11-04

Dear Mr. Boing,

I have the pleasure of inviting you to the International Atomic Energy Agency (the Agency) as a consultant to assist in the preparation of a draft Safety Report on the standard format and content of safety related decommissioning documents, at its Headquarters in Vienna, from 23 to 27 February 2004.

The purpose of the draft Safety Report is to provide practical guidance on the content of safety related documents that should be prepared to support the decommissioning process. The main focus of this consultants meeting will be to prepare the sections on the safety assessment, the characterization plan and report and the final survey plan and report.

The Agency will provide you with a round-trip air ticket based on the most direct and economical route (lowest logical fare in economy class) between the airport nearest your residence and Vienna. Alternatively, you may elect to receive a travel grant of US \$1,710 equivalent to 50% of the lowest full economy airfare for the journey in question. You would then be fully responsible for making your own travel arrangements and cancellation costs if any. You will also receive a subsistence allowance at the United Nations rate prevailing at the time of the consultancy. This allowance at present amounts to Euro 198 for each night while in Vienna in connection with the consultancy.

It is understood that your travel and living expenses are not covered fully from any other source.

Mr. Lawrence Boing
 Decommissioning Programme
 Bldg. 362/TD Division
 Argonne National Laboratory
 9700 South Cass Avenue
 IL 60439, Argonne
 United States of America

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This arrangement does not constitute, and shall not be construed to create, an employment relation between the Agency and yourself. Accordingly, the Agency will not pay employer's contribution to any social security scheme or health insurance scheme in connection with services performed by you under this arrangement. Moreover, the Agency will not pay any compensation in the event of death, injury or illness incurred in connection with your services as a consultant. However, while traveling under the authority and at the request of the Agency, you will be covered under the Agency's insurance policy for, inter alia, permanent total disability or death up to an amount of US \$100,000 and medical expenses up to an amount of US \$10,000 in the event of an accident related to such travel, subject to the terms of the insurance policy.

It is a condition of your acceptance that you refrain from disclosing any industrial secret or other confidential information made known to you by reason of your performing this consultancy, and that you exercise the utmost discretion with regard to all matters related to your consultancy service. In this regard, you are requested to sign the attached "Confidentiality Undertaking for Non-Staff Members" form. Please return the form to the responsible officer for the consultancy as soon as possible, but in any case before starting your consultancy service.

The consultancy will commence at 9.30 a.m. on Monday, 23 February 2004 in room B0632. You are kindly requested to be at Checkpoint 1 of the Vienna International Centre (VIC) at least half an hour before the meeting starts to allow adequate time for our Pass Office to issue your photo badge. For administration purposes please also bring your air ticket to the meeting room on the first day of the meeting.

If the conditions outlined above are acceptable to you, please confirm your acceptance by return mail with reference to this letter.

Yours sincerely,



D. Reisenweaver
Head, Decommissioning and Residues Unit
Waste Safety Section
Division of Radiation, Transport and Waste Safety

Enclosure

cc: Permanent Mission of United States of America